

QUESTIONS AND ANSWERS

Vacant and Building Excess and Land (VBEL)

Q. How do I obtain an easement?

- A. Easements and/or Right-of-Way are granted by the Vacant Building and Excess Land Committee.
- And a request to consider granting the easement must be submitted to Property Program Manager.
 - Once the request is received it is placed on the next quarterly agenda meeting.
 - The Property Program Manager collects detailed information regarding the easement, what areas it will encroach upon and to whom it will involve.
 - Photos, site maps, legal descriptions, and other specifics are confirmed. Surveys may need to be obtained.
 - The information is review by the Property Manager and a recommendation presented at the VBEL Committee meeting.
 - The Committee either grants, denies or tables the request.
 - If the easement and/or Right-of-Way is granted.
 - The requestor is notified of the decision of the Committee.
 - If a fee (generally nominal in nature) is required, it is paid to Central Services. Once paid the easement can be written.
 - A Permanent or Temporary Easement Agreement is written and executed by the State and sent to the requestor.
 - It is the responsibility of the requestor to have the easement recorded with the applicable County's Register of Deeds office.
 - A copy of the recorded easement is returned to SBD.

Q. How do I get a property (building, land or both) considered by the VBEL Committee to get sold/demolished or leased?

- A. Any property to be divested by the State of Nebraska must first be declared vacant and in excess to the needs of the State by the Vacant Building and Excess Land Committee.
- And a request to consider declaring a building and/or land excess must be submitted to Property Program Manager.
 - Once the request is received it is placed on the next quarterly agenda meeting.
 - The Property Program Manager collects detailed information regarding the property.
 - Photos, site maps, legal descriptions, and other specifics are confirmed. Surveys may need to be obtained.
 - The information is review by the Property Manager and a recommendation presented at the VBEL Committee meeting.
 - The Committee either grants, denies or tables the request.
 - If the declaration is granted:
 - The requestor is notified of the decision of the Committee.
 - Buildings and/or land may be disposed of or divested by sale, lease or demolition. The intent of the VBEL Committee for the property is expressed in the declaration.
 - If the building is to be sold:

- It must be advertised in a public newspaper with the widest circulation within the area of the property in question.
- It must first be offered to

Q. How do I purchase a property owned by the State?

- A. Once a property has been declared in excess of the needs of the State it may be sold.
- A property for sale will be listed in the “Public Notice” section of the paper with the most circulation of the county the property is located in.
 - This advertisement will give instructions on placing a sealed bid to submit your offer of purchase price on the property.
 - All of the bids received by the designated deadline will be read at the bid opening which is open to the public.
 - The bids will be considered and a decision made within the designated time after to opening.
 - The State reserves the right to reject all bids and re-advertise the property to obtain a more desirable bid.
 - Property is transferred from the State to the purchaser by way of Quit Claim Deed.

Q. How do I get considered for a farm lease by the State?

- A. Farm leases are re-bid every two to three years dependent on the lease term of the current lease.
- Land available for Farm lease will be listed in the “Public Notice” section of the paper with the most circulation of the county the property is located in.
 - This advertisement will give instructions on placing a sealed bid to submit your offer of purchase price on the property.
 - All of the bids received by the designated deadline will be read at the bid opening which is open to the public.
 - The bids will be considered and a decision made within the designated time after to opening.
 - The State reserves the right to reject all bids and re-advertise the property to obtain a more desirable bid.
 - The State Building Division creates the lease to be executed by the bid winner and the State.